

Windows XP

Computer Basics



XP Computer Basics

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LOGIN TO NETWORK SERVICES

How to login with Windows XP

STEPS

➤ Login Screen

1. **User Name:** Same as your email username
2. **Password:** Same as your email password
3. **Log on to:** OASDK12



TIPS

➤ Network Login and Password

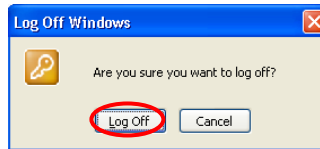
- Your username and password is the same username and password you use for your e-mail account.
- Your password is case sensitive. If your password was created in lower case letters, type the password in lowercase letters.
- The login/password is your key to the network. Do not share your login or password with anyone else.
- If you are unsure of your login call the Help Desk ext. **4411** for assistance
- When logging in to Windows XP make sure you log on to OASDK12; not the computer name (e.g.: OASD-IT-04) (see screen shot above)

How to logoff with Windows XP

Use this option if you will be away from your computer for an extended period of time

STEPS

1. Click **Start**
2. Select **Log off**
3. Select the option to **Log Off**



OR

1. Press **Ctrl/Alt/Delete**
2. Select **Lock Computer**, this will put your workstation back to login mode.

How to shut down Windows XP

STEPS

1. **Save and Close** all applications you have open
2. Click **Start**
3. Select **Shutdown**
4. Select **OK** (Your computer will shutdown and power off)
5. Turn your monitor off



TIPS

Security

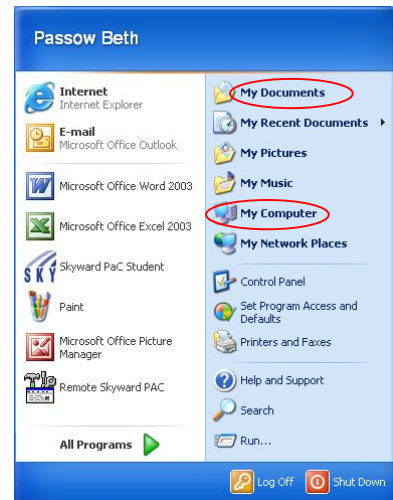
- Remaining logged in allows anyone to access your personal account.
- Always logout when you leave your computer. Failure to logout is a serious security risk.
- Always shutdown and power off your computer at the end of each day

FILE MANAGEMENT

How to access files

STEPS

1. Click on **My Computer** or **My Documents**
2. (Default location known as H: drive) icon located under **Start/My Documents** or **My Computer**



TIPS

- File Management is important because it keeps your home drive (H: drive) or shared drive (S: drive) clean and helps to keep your files organized and reduces drive space which is limited.
- Use **My Computer** to view storage devices, such as USB flash drives, CD-Rom discs and floppy disks.

Where to access files

Network Drives



Your name\$ on
'Server Name'
Home\$
(H:)

H: Drive

- Secured personal account/drive on Network
- Only you have access to your files/folders
- Limited space
- Files are backed up nightly through the network



Your name\$ on
'Server Name'
Home\$
(S:)

S: Shared Department Drive

- Secured department share drive on Network
- Only people who have access to the department share have access to the files/folders
- Limited space
- Files are backed up nightly through the network



DistAdmin on
'Oasd-Admin'
(U:)

U: District Administrators Drive

- Shared drive
- Folders/Files can be shared as a group.
- Anyone who has access to this drive has access to these folders/files.

Local Drives



Local Disk (C:)

C: Drive

- Local storage of files and applications.
- Anyone has access that has access to the machine.
- **Not** backed up by the network.



Compact Disc
(D:)

D: CD Rom Drive

- Refer to Saving to Readable-Writable CD documentation in this booklet.
- Drive letter may vary for each machine.
- Place to archive files



3 1/2 Floppy
(A:)

A: Floppy Disk

- Limited space and is easily corrupted.



Device
(E:)

E: USB (Universal Serial Bus)


- Flashcard Drive, Card Readers, Digital Cameras, USB Hard Drives

How to Save Files

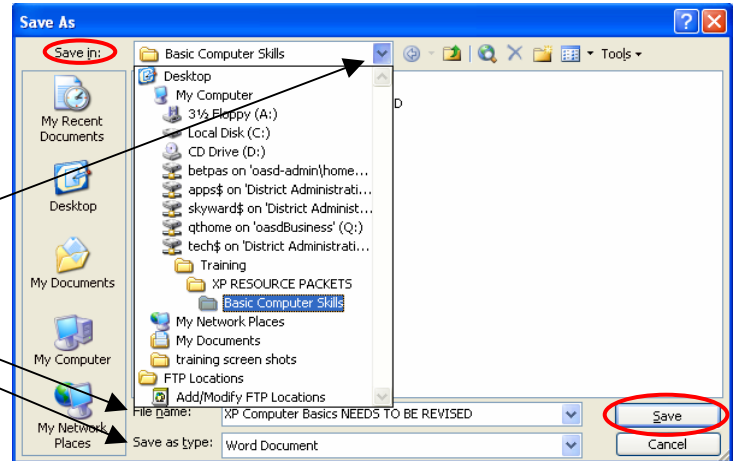
Help "how to save files"

STEPS

➤ Saving a File

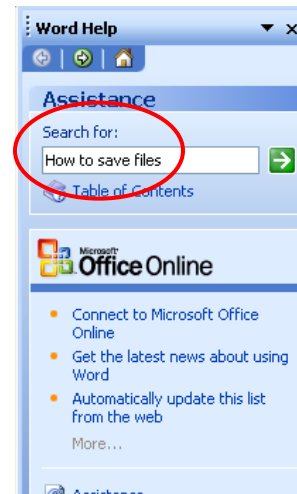
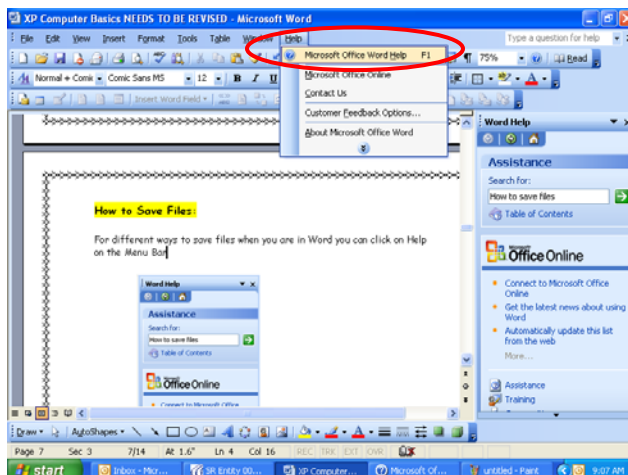
1. To save a file, click on the **disk icon**  located on your tool bar or press **Ctrl & S** on your keyboard, make sure to save periodically as you work in your document

2. To save your file in a specific location
- Click **File/Save As**
 - Select file location by clicking on the down arrow by **"Save in"**
 - Type **File name**
 - Select **Save as type**
 - Click **Save**



TIPS

- There are different ways to save files. For assistance on how to save files, open any Microsoft Office 2003 program and click on the **Help** option on the Menu Bar. Select **Microsoft Office Word Help** or **Press F1** on your keyboard.
- In the **"Search for"** window, type **How to save files** and the documentation below will appear.



How to Delete Files/Folders

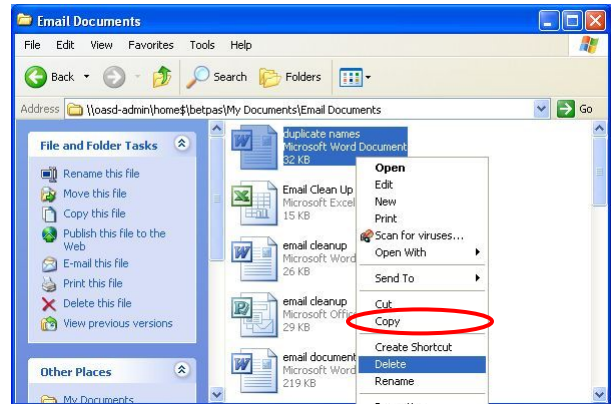
Help

"delete files"

STEPS

➤ Deleting a file/folder

1. Find the file that you want to delete and **right-click** on it.
2. Select **Delete** and click **Yes**.
3. Empty the **Recycle Bin** periodically to free up file space on your computer.



TIPS

- Before deleting a file, first be sure you do not need it. Trash Bins do not exist for every drive (i.e., H: Drive).
- Regularly delete files you do not need, especially files that are very large and are not needed like, pictures, PowerPoint presentations and Internet files. Files can be archived to a CD for later use.
- If you get an error, chances are that the file you are trying to delete is open. (A file must be closed before the computer will let you delete it.)

How to Move Files

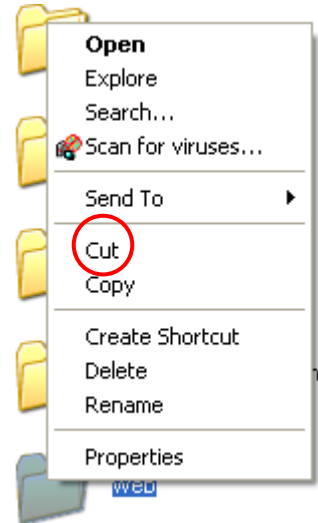
Help

"move files"

STEPS

➤ Using Copy/Cut/Paste

1. To move a file, **right-click** on the file and choose either **Cut** or **Copy**.
 - **Cut** – Will remove the file from its current location and will only exist in the new file location.
 - **Copy** – Will make a copy of the file in the new location.
2. Once you have Cut or Copied the file, go to the folder that you want to put the file into and **right-click**, choosing **Paste**
3. Short cuts to **Cut**, **Copy** and **Paste**
 - **Ctrl+X** - Cut
 - **Ctrl+C** – Copy
 - **Ctrl+V** – Paste



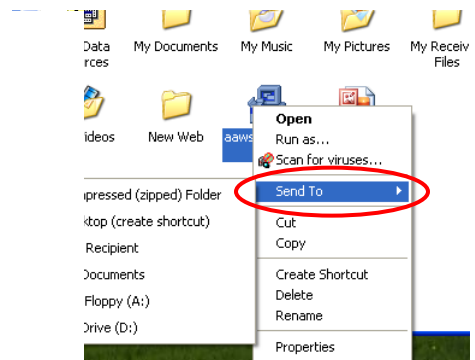
TIPS

- When selecting files to copy and paste you can select them as a group or one file at a time:
 - Press **Shift** key and **click** (to highlight) a range of folders. By clicking the first and last folder this will select a grouping.
 - Press **Ctrl** key and **click** (to highlight) files. This will select one file at a time that is not in any sort or order. (Allows you to random select.)

STEPS

➤ Using "Send To"

1. Locate the file you want to move
2. Right click on the file and select **Send To**
3. Select one of the options to send files:
 - Compressed Folder
 - Desktop (Creates a Shortcut)
 - Mail Recipient
 - My Documents (H:)
 - 3 ½ Floppy (A:)
 - CD Drive (D:)
 - USB Drive (E:)



How to Rename Files or Folders

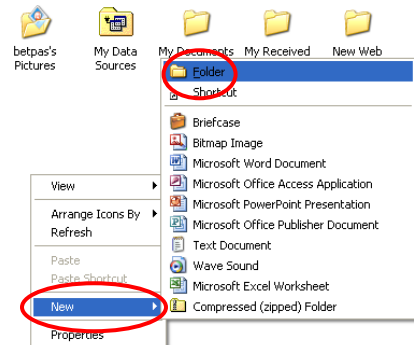
STEPS

- 1) Locate the file in **My Computer**. Do not open the file.
- 2) **Right-Click** on the file name. A pop down menu will appear.
- 3) Choose **Rename** and type the new name of the file.
- 4) Press **Enter**.

How to Create Folders

STEPS

- 1) Right-click while you're in the drive you need
- 2) Select **New**
- 3) Select **Folder**
- 4) Name the folder, hit **Enter**



TIPS

- Folders help organize your files. For example: You would like to organize all the memos that you have sent throughout the year. You could create a folder called *Memos* and save all of your memos in that folder.
- Folders can be moved, deleted and renamed in the same way that files are.

DEVICE MANAGEMENT

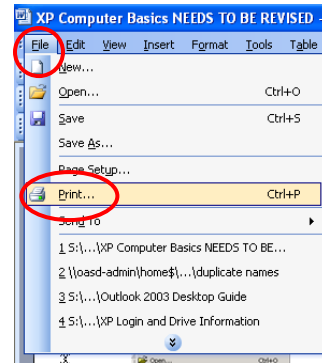
Printers

How to select a printer

STEPS

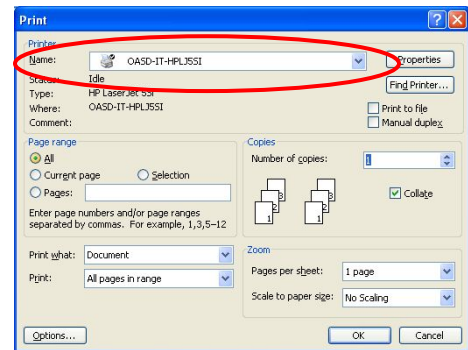
1) To select your printer destination:

- Click **File/Print**
OR
- Press **CTRL + P** keys



2) A Print screen will appear:

- Use the **pull down menu bar** in the **Name:** field, select the printer you wish to print to.
- Click **OK**

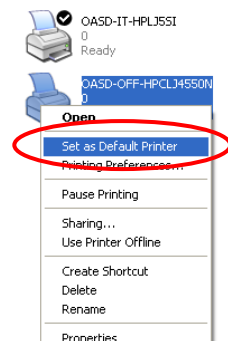


Selecting a default printer


STEPS

To select your default printer

1. Click **Start**
2. Click **Settings**
3. Click **Printers**
4. Highlight the printer you would like to be your default, **right-click**
5. Click on **Set as Default Printer**




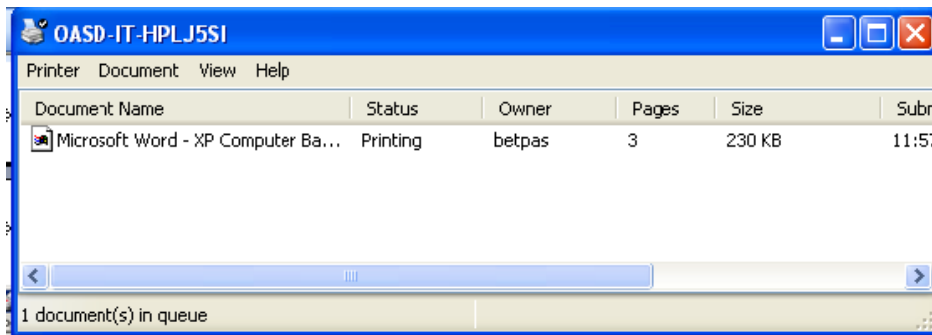
TIPS

- The default printer is designated by a ✓ mark
- If you are sure your default printer is correct click the Print  button on the Toolbar
- Any time you print a document you must select the location you wish to print

Checking Status of Print Jobs

STEPS

- **To delete a print job that has been sent to your printer**
 1. Double Click on the **Printer Icon** located in the lower right hand corner of your Task Bar. 
 2. To delete your print job just simply highlight the print job and press the **Delete** key on your keyboard.
 3. If you have a series of print jobs to cancel, click on **Printer** and click **Cancel All Documents**.



TIPS

- Each individual owner manages his or her own print jobs. If you are the owner of the print job you can cancel/delete print jobs that you sent to your printer.

Basic Trouble Shooting

STEPS

- **My printer will not print, what do I do?**
 - Sometimes when your printer is shut off over night it is not powered up before you turn on your PC in the morning. This causes problems with network communications.
 - **Resolution:**
 - Turn the printer on
 - Reboot your PC. (Start/Shutdown/Restart)
 - Test: Try to print your document.

TIPS

- If your printer is not printing, power off/on and retry your print. If problems still occur, please notify the Help Desk ext. 4411